

STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT SECURITY



SEPARATION NOTICE

1. Employee's Name: _____ 2. SSN _____
First Middle Initial Last

3. Last Employed: From: _____ to _____ Occupation: _____

4. Where was work performed? _____

5. Reason for Separation: ☐ Lack of Work ☐ Discharge ☐ Quit

If lack of work, indicate if layoff is

☐ Permanent

☐ Temporary

If temporary, when do you expect to recall this individual? _____

Date

If other than lack of work, explain the circumstances of this separation:

6. Employee received: ☐ Wages in Lieu of Notice ☐ Separation Pay ☐ Vacation Pay

In the amount of \$ _____ for period from _____ to _____

Employer's
Name: _____

Address where additional information may be obtained:

(Street or RFD)

City: _____ State: _____ Zip
Code: _____

Employer's
Telephone Number: _____
(Area Code) (Number)

Employer's
Email: _____

EMPLOYER'S ACCOUNT NUMBER

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*(Number shown on State Quarterly Wage Report (LB-0851) and
Premium Report (LB-0456))*

I certify that the above worker has been separated from work and
the information furnished hereon is true and correct. This report
has been handed to or mailed to the worker.

*Signature of Official or Representative of the Employer
who has first-hand knowledge of the separation.*

Title of Person Signing

Date Completed and Released to Employee

NOTICE TO EMPLOYER

Within 24 hours of the time of separation, you are
required by Rule 0560-1-1-02 of the Tennessee
Employment Security Law to provide the employee with
this document, properly executed, giving the reasons
for separation. If you subsequently receive a request
for the same information on LB-0810, please give
complete information in your response.

NOTICE TO EMPLOYEE

**TAKE THIS NOTICE TO THE LABOR AND WORKFORCE DEVELOPMENT OFFICE IF YOU WISH TO FILE A
CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS.**

INSTRUCTIONS

SEPARATION NOTICES

Rule 0560-1-1-.02 of the Rules and Regulations of the Tennessee Employment Security Law, requires all employers to furnish each separated employee with a Separation Notice, LB-0489, within 24 hours of the employee's separation from employment.

Separation Notices do not have to be given to any employee who has been in your employ for less than a week or who will be recalled within seven days.

Separation Notices reduce the administrative costs of processing an unemployment insurance claim and helps make a more accurate determination of the claimant's eligibility for benefits.

Please complete the Separation Notice in its entirety.

Item 5

Check the appropriate block as to the reason the worker is separated. If the separation was for any reason other than lack of work, give a clear explanation for the separation on the lines provided. Please indicate whether the separation is permanent or temporary, and, if temporary, when you expect to recall the worker.

Item 6

If you paid wages beyond the separation date, indicate the beginning and ending date of the payments.

If you paid wages, equal to the worker's usual wages, in lieu of permitting the worker to work during the notice period, check the block beside "Wages in Lieu of Notice."

If you paid the worker severance or separation pay based, at least in part, on the worker's length of service, check the block beside "Separation Pay."

If you paid vacation pay, it will be important to have indicated the anticipated duration of unemployment, permanent or temporary, in **Item 5**. If temporary, the expected recall date is important.

To obtain Separation Notice forms, please:

- make copies of the form on the reverse side of these instructions, or
- call (615) 741-1948
- go to our Web Site www.tennessee.gov/labor-wfd/ and go to Forms and Unemployment Insurance Forms (Employers) and Separation Notice, LB-0489